

Component 4: Documentation

Documentation needs to be kept for each meeting.

Suggested types of documentation for meeting and activities include:

- Checklists
- Timelines (annotated with date and time you fulfilled the items listed)
- Logs of experiences and activities
- Completed observation documents (e.g., Snap Shot)
- Records of joint planning and/or reflective conferences
- Sample teacher self-evaluation of lessons
- Coaching plans
- Reflections, letters, or notes written by the mentor to the teacher or to other school personnel in support of or on behalf of the teacher.

Notes, journals, video and/or audio tapes, and other information from coaching and conferencing may be added here to complete the portfolio.